



Louisville-Jefferson County Metro Government

Department of Codes and Regulations

Metro Development Center

444 South Fifth Street, Suite 100, Louisville, KY 40202-4314

Telephone: (502) 574-3321 Fax: (502) 574-4356

HVAC & MECHANICAL PERMIT APPLICATION

Project Address		Related Bldg Permit #	
Contractor		License #	
Address		Phone & email	
Owner		Phone & email	
Address			

APPLICATION DETAIL

Application Type	<input type="checkbox"/> One or Two Family (Includes Patio Home or Condo) <input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> Multi-Family (Apartments) <input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> Commercial <input type="checkbox"/> New <input type="checkbox"/> Existing
Equipment Type:	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric <input type="checkbox"/> Water to Air

Unit Type	Number of Units	Unit Type	Number of Units
Combination System (Heating and A/C)**		Boilers (One and two family only)	
Heating System**		Radiators / Fin Tubes / Convectors (For Boilers above)	
A/C System**		Commercial Dryers	
Roof Top Units		Range Hoods without Suppression	
Chillers/Cooling Towers		Range Hoods with Suppression	
Manufactured Fireplace		Spray Booth Ventilation/Exhaust Fans	
Mech Refrigeration Compressors		Other -	
Estimated Cost	\$	Permit Fee	\$

****SIZING CALCULATIONS – INITIAL RESIDENTIAL SYSTEMS ONLY.** These are required at, or before, 1st Inspection.

Date of Calculations: _____ Orientation of Structure _____

Design Conditions: Winter - Outside _____ Inside _____ Summer - Outside _____ Inside _____

Heat Gain: _____ BTUH Heat Loss: _____ BTUH Square Footage: _____

/ /

Applicant: Homeowner or Contractor Designee – Printed Name and Signature

Date

Homeowner applicants only - Affidavit: By signing this application the homeowner applicant affirms and understands the terms detailed in Note #9 reverse side and obtains Notary signature below:

Subscribed and sworn to before me on this the _____ day of _____, 20_____.

Notary Public: _____ My Commission Expires: _____

HVAC & Mechanical Permit Fees

1. **1 & 2 Family Dwellings**, initial system - \$75 for the first system, \$50 for each additional system. A system may be either a heating or cooling system, or combination.
2. **Multi-Family Dwellings**, initial system - \$75 for the first system, \$25 for each additional system. A system may be either a heating or cooling system, or combination.
3. The minimum permit fee for other residential HVAC permits, such as replacements, shall be \$75. This does not include manufactured fireplaces.

4. **Commercial/ Non-residential** – each permit fee shall be calculated per the following table based on the total dollar value of each HVAC installation, either actual or estimated. It shall be the obligation of the installing contractor to supply the complete value, including labor and material costs regardless of the purchaser. An exact figure does not need to be provided to the Department but the application shall include an affirmed, signed statement that the value lies within certain limits as listed in the left hand column of the table.

Installation Cost, in \$	Permit Fee, in \$
2,000 or less	75
2,001 to 10,000	150
10,001 to 25,000	225
25,001 to 50,000	275
50,001 to 75,000	325
75,001 to 100,000	435
100,001 to 150,000	550
150,001 to 200,000	660
200,001 to 250,000	770
250,001 to 300,000	890
300,001 to 400,000	1,000
400,001 to 500,000	1,350
500,001 to 600,000	1,500
600,001 to 700,000	1,650
700,001 to 800,000	1,850
800,001 to 900,000	2,050
900,001 to 1,000,000	2,250
1,000,001 to 1,100,000	2,450
1,100,001 to 1,200,000	2,650
1,200,001 to 1,300,000	2,850
1,300,001 to 1,400,000	3,050
1,400,001 to 1,500,000	3,250
1,500,001 and above	3,450

5. Each permit shall include 3 inspections at no additional cost. The fee for any additional inspections shall be \$50. The Department retains the right not to issue any additional permits to the applicant until the additional inspection fees are paid in full.
6. Other HVAC Permit Types: mechanical refrigeration (\$40 per compressor); manufactured fireplaces (\$35 per unit); and range hoods (\$75 per hood). These permits include 2 inspections.
7. Make Checks Payable To: Metro Finance
8. Permit Holder Is Responsible For Requesting Required Inspections
9. For a permit issued directly to a homeowner that by signing this application the homeowner makes affidavit by signing this application with notarization and affirms the following:
 - a. He/she is the owner of the above mentioned property and is currently residing in the above mentioned property. If not currently residing in the property, he/she affirms that they will reside there upon completion of the work. The home is not currently for sale.
 - b. That any and all HVAC related work being done in the above mentioned home is being completed by the homeowner and no one else.
 - c. The work shall meet the Kentucky Building Code and applicable State Regulations. The homeowner is responsible for contacting the local EPA regarding reclaiming of Freon Certification.
 - d. The homeowner shall prepare and submit a design plan of all related duct and piping of the system as part of this application.
 - e. The homeowner shall obtain the required inspection(s) from the Department of Codes & Regulations.
 - f. *Any falsifications or misrepresentations on this application is a violation of local Ordinance and will subject the applicant or homeowner to legal action including a fine and/or imprisonment.*